



**CITY OF CORONA  
ADMINISTRATIVE SERVICES DEPARTMENT  
PURCHASING DIVISION**

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December 6, 2018

**SUBJECT: Request for Proposals (RFP) No. 19-016CA**

**ADDENDUM No. 2  
On Call Engineering and Professional Consulting Services**

This Addendum No. 2 to the subject Request for Proposals modifies Section IV “Scope of Work” by adding a new discipline, item AA., Electrical Construction Inspection, Startup and Testing, Plan Review and Constructability Review, and Developing and Editing Standard Construction Specifications and Standard Drawings Services, replaces the Price Form with a revised Price Form, Rev 2, and provides responses to questions received. The RFP due date and time has NOT been changed.

All provisions of and attachments to this Addendum No. 2 are hereby incorporated by reference into the subject RFP. Respondents shall account for all provisions pursuant to this Addendum No. 2 in submitting their proposals. Each respondent shall acknowledge receipt of this Addendum in their proposal(s) in the spaces provided therein.

**1. Revised Scope of Work:**

1.1 Add the following discipline to the end of Section IV. Scope of Work:

**AA. Electrical Construction Inspection, Startup and Testing, Plan Review and Constructability Review, and Developing and Editing Standard Construction Specifications and Standard Drawings Services**

***(Pursuant to SB 854 Requirements and Form of Agreement, Section 3.3.5 “Prevailing Wages”)***

Consultant shall provide experienced personnel meeting the following minimum requirements.

1. Have (5) five years of electrical construction inspection experience, specifically at water/wastewater facilities using low voltage motor control centers, pumps, field devices and control systems.
2. Consultant must provide an inspection specialist with experience in the required field and identify a minimum of three (3) projects within the last five (5) years for which they have provided inspection services. Specialists include those inspectors that are certified or otherwise qualified for specialty work in this category.
3. Have sufficient staff and/or sub-consultants available with experience in the disciplines required for this service.
4. Provide reference(s) of agencies you have contracted with, providing the same or similar services.
5. A willingness and availability to work weekends and odd shifts. Inspectors may be required to provide continuous inspection during critical periods of construction.
6. Good written and verbal communication skills. Inspectors will be required to prepare daily inspection reports; direct the contractor to complete extra work performed under time and materials including the documentation of labor, equipment, and material; review contractor's proposals for extra work and provide recommendations to the City.
7. Ability to read, understand and interpret construction plans, specifications, and contracts.
8. Knowledge of the following: National Electrical Code (NEC) standards, electrical construction standards, City of Corona Public Works and Department of Water and Power Standards, Standard Specifications for Public Works Construction (Greenbook), Construction Specifications Institute (CSI), and current building codes applicable to the type of work being performed.
9. Knowledgeable in Microsoft Excel, Word, and Outlook.
10. A valid California driver's license and the ability to maintain insurability.
11. High School diploma or G.E.D. equivalent and three years of journey-level experience in the construction, maintenance and repair of public works and utilities projects, or an equivalent combination of training and experience.
12. Electrical construction, startup and testing plans, loop drawings, field testing, and submittal review experience is desirable.
13. An Associate's degree in engineering or code related field, or practical field experience is desirable.

Consultant shall provide and include in the Fee/Rate structure routine items necessary for the inspector to perform the essential duties required of the position. These include vehicle, cell phone, camera, personal protective equipment, and method of documenting observations (hard copy or electronically). Inspectors must be provided with standard training courses sufficient to perform the essential duties of the position. The City can provide such training at no cost to the consultant but does not pay the inspector to attend such training. Consultant shall provide experienced personnel, equipment and facilities to perform the following tasks.

1. Inspect electrical and control systems work on a variety of public utilities construction projects, such as water and reclaimed water pump stations, water

treatment plants, sewage lift stations, water reclamation plants, electrical generators, and a variety of other utility projects to ensure construction and materials comply with contract standards and specifications, state laws, local ordinances and proper construction practices.

2. Review electrical and control devices and materials submittals.
3. Review and/or prepare control loop drawings.
4. Inspect electrical and control conduits to confirm materials, sizes, numbers and locations comply with design drawings and provide a functional electrical and control system.
5. Inspect construction activities to confirm compliance with City standards and regulations.
6. Perform observations, inspections and tests of construction projects and document findings in accordance with good engineering practices and applicable codes.
7. Inspect the installation of field devices requiring power and control.
8. Inspect power and control wiring terminations.
9. Perform final inspection of construction projects for field acceptance; prepare list of required corrections prior to final acceptance.
10. Interpret construction plans and specifications; prepare and make recommendations on change orders; confer with City engineering staff on design problems encountered in the field.
11. Maintain necessary records of daily operations, including daily project reports, time, material, and equipment reports.
12. Observe third party testing for conformance with contract specifications and electrical code.
13. Provide feedback to requests for information as it relates to projects inspected.
14. Provide onsite inspection to construction projects and assess project status.
15. Review startup and testing plans.
16. Represent the City during startup and testing activities.
17. Review and confirm as-built drawings for utility projects.
18. Coordinate activities and schedules with other entities involved in the construction project.
19. Keep records pertaining to work assignments, employee information, and inspection work.
20. Review monthly pay estimates.
21. Address and resolve complaints as they arise. Notify the City's project manager of issues and request assistance when necessary.
22. Provide coordination, support, and advice to the Project Manager.
23. Recognize, evaluate and properly resolve and/or make recommendations to unique problems or situations.
24. Maintain effective customer service relationship with City staff and the public.
25. Facilitate contract negotiations.
26. Other construction inspection duties as necessary to support City projects in construction.
27. Minimum day is considered to be a 4-hour day. Cancellation of services will be made 12 hours prior to scheduled start and at no cost to the City.

28. Notify the City immediately in the event of any safety issue or job-site accident.
29. Provide plan review and constructability review services during project design and/or bidding to include review of plans, specifications, bid schedule, construction cost estimate.
30. Identify and provide recommendations for proposed design and/or materials changes to improve constructability, enhance operation and maintenance, and reduce construction cost.
31. Assist in the development of new City of Corona electrical and controls technical specifications sections and standard drawings.
32. Review and provide edits and recommendations to improve existing City of Corona electrical and controls technical specifications and standard drawings.
33. Review motor control center submittals provided by third parties for direct purchase by the City.

2. **Revised Price Form:**

The Revised Price Form contained in Section VI. and provided in Addendum 1, is deleted in its entirety and replaced with the Revised Price Form Rev. 2, attached hereto as Exhibit A and incorporated herein by reference.

3. **Questions and Answers:**

3.1 Question: “Can we use an 11x17 size page for the organization chart?”

Answer: Yes, 11x17 paper for an organization chart is acceptable.

3.2 Question: “Section IV. “Scope of Work” – Pg. 14 of 22 – Category N. – Project Management states: “Consultant’s Fee/Rate structure shall include the cost of providing standard training courses sufficient to perform the essential duties of the position.” Specifically, what type(s) of “standard training courses” are or will be required by the City and approximately how many hours of training per year are anticipated?”

Answer: The types of training courses would be dependent upon the type of project. For example, the City may require recycled water site supervisor training for a project using recycled water.

3.3 Question: “Section V. “Proposal Content and Forms” – Pg. 3 of 15 – Section 3 states: “Copies or legitimate proof of such licensure and/or certification shall be included in consultant’s response.” Does this requirement apply Category N. – Project Management and are all of the Project Management submittals required to be Professional Engineers?”

Answer: Licenses and certifications are generally listed in the Scope of Work section for each discipline. A professional engineer is not a requirement for project management. However, if a project manager is being proposed for a project management position, please include any licensing relevant to the duties required to perform the work.

3.4 Question: “With many of the design related category duties requesting: “Research and add to base mapping all property ownership information including public right-of-way (ROW), utility easements, private property limits, temporary construction easements, etc., would the City consider adding a “Right of Way Professional Services” (Z.x) Category? Or, including a ROW services component to Category N. – Project Management?”

Answer: No, the City will not add a Right-of-Way Professional Service. The purpose of adding those statements into the scope is to indicate typical work that the consultant bidding on that discipline may be required to do. It is anticipated to be work that is part of an overall project.

3.5 Question: “Are all firms required to have a DIR or just the firms performing field work?”

Answer: The consultant is responsible to ensure compliance with DIR and SB854, including verification of service categories that are required to comply with the DIR.

3.6 Question: “Are our sub-consultants also required to sign the required forms?”

Answer: Subconsultants are not required to sign any forms for the bid, however, all subconsultants must be identified at the time of the bid submission, along with any applicable DIR registration number. Additionally, Section 3.2.9.2 of the professional services contract requires consultants to require subconsultants performing work to comply with the terms of the agreement as well. Please review the contract for complete information.

3.7 Question “We noticed that Architectural Services is not requested as a part of this particular RFP. Other than the Americans with Disabilities Act (ADA) Construction/Compliance Inspection Services provided by the Addendum, would Architectural Services be needed? By the way, we are currently an on-call architect with the City of Corona. Would we need to re-submit for this RFP should it contain architectural services?”

Answer: Thank you for your inquiry. Your contract is still good for the remainder of its term. After evaluating the need for architectural services, they are usually included within the scope of a larger project, which is why they are not being included with this procurement.

3.8 Question: “Is the surveying in fact a part of the scope of the Construction Inspection Services, as is called for in bullet 12, and will the City require Construction Inspection Services Consultants to include a Registered Land Surveyor as a part of their proposed team?”

Answer: Bullet 12 refers to the level of experience that is desired in a construction inspector; it is not a requirement. It does not mean that the individual has to be a registered land surveyor.

Carol Appelt  
City of Corona  
400 S. Vicentia Ave., Ste. 320  
Corona, CA 92882  
951-279-3620

**EXHIBIT A**  
**REVISED PRICE FORM – REV. 2**

(To be submitted in a sealed envelope separate from proposal documents and marked “Price Form”)

REQUEST FOR PROPOSALS: RFP No. 19-016CA

DESCRIPTION OF WORK: **On-Call Engineering and Professional Consulting Services**

CONSULTANT’S NAME/ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME/TELEPHONE NO. OF  
AUTHORIZED REPRESENTATIVE \_\_\_\_\_  
\_\_\_\_\_

Place an “x” in the spaces provided for each discipline being proposed:

- |       |    |   |
|-------|----|---|
| _____ | A. | Potable Water and Reclaimed Water Pipelines   |
| _____ | B. | Potable Water and Reclaimed Water Pump Stations, Well Equipping,<br>Storage Facilities and Pressure Regulating Facilities |
| _____ | C. | Water Reclamation (Sewage) Collection Piping  |
| _____ | D. | Water Reclamation (Sewage) Collection Lift Stations   |
| _____ | E. | Water Treatment Systems Design  |
| _____ | F. | Water Reclamation Systems Design  |
| _____ | G. | Structural Engineering  |
| _____ | H. | Landscape Architectural and Irrigation Design   |
| _____ | I. | Electrical Engineering  |

_____	J.	Geotechnical Engineering, Inspection and Materials Testing
_____	K.	Traffic Engineering
_____	L.	Land Surveying
_____	M.	Construction Management and Support
_____	N.	Project Management
_____	O.	Construction Inspection Services
_____	P.	Hydrogeology (Groundwater Well) Design and Construction Services
_____	Q.	Water Management Programs and Engineering
_____	R.	Environmental Consulting
_____	S.	Hazardous Materials Testing
_____	T.	Utility Locating Services
_____	U.	Grant Writing and Management Consultant
_____	V.	Accounting and Financial Consulting Services
_____	W.	Radio Tower Engineering Services
_____	X.	Public Relations Consulting
_____	Y.	Dry Utility Design and Plan Checking Services
_____	Z.	American with Disabilities Act (ADA) Construction/Compliance Inspection Services
_____	AA.	Electrical Construction Inspection, Startup and Testing, Plan Review and Constructability Review, and Developing and Editing Standard Construction Specifications and Standard Drawings Services.

Provide hourly rate schedule on company letterhead for each discipline being proposed. All rates and costs shall be effective through June 30, 2022. Hourly rate schedule should include the typical following categories of labor classifications modified as appropriate for the category of labor required to perform the work:

- Principal-in-Charge, QA/QC Manager



- Senior Project Manager
- Project Manager
- Construction Manager, Resident Engineer
- Senior Project Engineer, Senior Project Architect/Landscape Architect, Senior Land Surveyor
- Project Engineer, Project Architect/Landscape Architect, Project Land Surveyor
- Professional Engineer, Land Surveyor, Architect/Landscape Architect
- Inspector
- Engineer-in-Training, Civil Engineering Designer
- CAD Designer/Technician
- Engineering Assistant
- Administrative Assistant, Project Administrator
- Two-Man Survey Crew (per hour/day)
- Ground Penetrating Radar Utility Locating Crew (per hour/day)

Provide list of reimbursable charges and rates to include:

- Mileage
- Prints, plots, messenger service and other direct expenses markup
- Outside consultant services markup
- Traffic control
- Other

Are there any other additional or incidental costs which will be required by your firm in order to meet the requirements of the Scope of Work? Yes / No (circle one). If you answered “Yes”, please provide detail of said additional costs: \_\_\_\_\_

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Please indicate any elements of the Scope of Work which cannot be met by your firm.

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Have you included in your proposal all requested informational items and forms? Yes / No (circle one). If you answered "No", please explain: \_\_\_\_\_

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Have you been on any federal list of debarred or suspended consultants? Yes / No (circle one).

This offer shall remain firm for 90 days from RFP close date.

Terms and conditions as set forth in this RFP apply to this proposal.

Unless otherwise stated, payment terms are: Net thirty (30) days.

In signing this proposal, Consultant warrants that all certifications and documents requested herein are attached and properly completed and signed.

From time to time, the City may issue one or more addenda to this RFP. Below, please indicate all Addenda to this RFP received by your firm, and the date said Addenda was/were received. It is Consultant's responsibility to ensure that all addenda are received. Failure to acknowledge receipt of addenda may cause the City to reject the proposal as non-responsive.

Verification of Addenda Received

Addenda No: \_\_\_\_\_ Received on: \_\_\_\_\_

Addenda No: \_\_\_\_\_ Received on: \_\_\_\_\_

Addenda No: \_\_\_\_\_ Received on: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT SIGNER'S NAME AND TITLE: \_\_\_\_\_

\_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

COMPANY NAME & ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DIR REGISTRATION NO.: \_\_\_\_\_